



FAQ's – Human Resource Department

Where can I find a list of positions open in the City?

The City of Madeira Beach posts vacancies at the front entrance of City Hall and may advertise in local papers.

What type of jobs does the City of Madeira Beach offer?

The City provides many services to its residents. You may visit our Job Descriptions page for a summary of services provided. **These are not a listing of open positions.**

Where can I get an application?

By Mail	In Person
<ul style="list-style-type: none">You may request an application by calling: Human Resources (727) 391-9951 ext 237	<ul style="list-style-type: none">You can pick up an application at: City Hall (front desk) 300 Municipal Drive Madeira Beach Florida 33708
Online	
You may access the application via our web-site www.cityofmadeirabeachfl.gov	

Do I have to submit a cover letter and resume? Cover letters and resumes are recommended to properly represent your qualifications and provide additional information about you, but a resume cannot serve as a substitute for completing the application form.

How do I get my application to you? Applications may be faxed to (727) 395-9361 in order to meet any applicable deadline, but the original, signed form must then be mailed or hand-delivered in order to finalize the application process. Our address is: 300 Municipal Drive, Madeira Beach, Florida 33708.

What happens if I miss the deadline for the position I am interested in? Your application is placed in the vacancy file that you applied for. If the position is reopened for new applications, yours will be considered at that time.

Do I have to fill out a new application for each job I am interested in? Yes, the City of Madeira Beach requires all applicants to fill out a new application for each position they wish to be considered for.

If I mail, fax, or bring an application in person to Human Resources, how long will it be kept on file? Applications that are mailed, faxed, or hand-delivered to Human Resources will be kept on file for 6 months as "active". After two years, the applications are destroyed.

Can I send updated information, such as a new address, without applying for a position? Yes. You can update your information, including your request to remain active for an additional six (6) months at any time.

What are the hours I can pick up or drop off an application? City Hall is open Monday through Friday (excluding holidays) from 8AM to 4:30PM.

What documents are required for employment with the City? You must provide one item from **List A** or **List B** and one item from **List C** per the Department of Homeland Security within seven (7) days of employment:

LIST A	LIST B	LIST C
US Passport (expired or unexpired)	Driver's license or ID card which contains a photograph or information such as name, date of birth, gender, height, eye color and address	U.S. Social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
Permanent Resident Card or alien Registration Receipt Card (Form I-551)	ID card issued by federal, state or local government agencies or entities, provided it contains the information listed above.	Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
An unexpired foreign passport with a temporary I-551 stamp	School ID card with a photograph; Voter's registration card; U.S. Military card or draft record; Military dependent's ID card; Native American tribal documents: Drivers license issued by a Canadian Government authority	Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B) For additional documents, please consult Form I-9 Employment Eligibility Verification.	FOR PERSONS UNDER AGE 18 WHO ARE UNABLE TO PRODUCE A DOCUMENT LISTED ABOVE: School record or report card; clinic, doctor or hospital record; day-care or nursery school record.	Native American tribal documents; U.S. Citizen ID Card (Form I-197); ID Card for use of Resident Citizen in the United States (Form I-179); Unexpired employment authorization document issued by the DHS (other than those listed under List A).

Tips for having your application processed smoothly.

- ❖ Be sure that your full name, address, telephone number and e-mail address are visible on the cover letter and resume of your application package.
- ❖ Be sure to complete all fields of the application form fully. Please include all necessary contact information for your previous employers.
- ❖ You may not write, "see resume" in any of the fields.
- ❖ Tell us what position you are applying for.
- ❖ Please tell us where you saw the announcement for the vacancy you are applying for.
- ❖ ***Don't forget to sign the application!***

What types of background screening is done?

The City of Madeira Beach conducts a thorough background screening to include local and statewide criminal background, previous employers, references and social security verification.

The City also refers the successful applicant to the City's physician for a post-offer physical to include drug screening.

Are there additional requirements to work in the City's Recreation Department?

Yes, any individual wishing to work with children must undergo additional screening. They must be fingerprinted and cleared by the Federal Bureau of Investigation. They are also required to obtain First Aid and CPR certificates.

Does the City of Madeira Beach have any unions?

Yes, the City has three unions. Madeira Beach firefighters are covered under the St. Pete Beach Professional Firefighters Association, Local 2266. The contracts normally cover a three (3) year period, and the current contract expires September 30, 2009.

The general full-time employees are covered by the Communication Workers of America, Local 3179. There are two contracts with the Communication Workers of America (CWA). One covers the rank and file (PERC #1426) and the second covers supervisory personnel (PERC #1427). The current CWA contract expires September 30, 2009.

Part-time and temporary employees are not covered by any collective bargaining agreement. Department Directors and confidential employees are also exempt from collective bargaining agreements.

**Thank you for your interest in employment with
the City of Madeira Beach.**

**We appreciate your interest and wish you success
in your search for employment.**